



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,600 - \$5,758

CDI will also consider

STAFF SERVICES ANALYST

\$2,945 - \$4,788

CURRICULUM AND OFFICER REVIEW BUREAU

OFFICER BACKGROUND SECTION

SACRAMENTO

RESPONSIBILITIES:

Under the general supervision of the Staff Services Manager I, the Officer Background Section, the incumbent performs investigative analysis and background screening on insurance agents, brokers, license applicants and other licensees and applicants. This includes, but is not limited to: gathering and analyzing criminal histories, regulatory actions, or other disciplinary matters on pending license applicants; tracking information on existing licensees who have subsequent criminal arrest and convictions, or other adverse records that would warrant disciplinary action; communicating both verbally and in writing with license applicants, licensees, insurance company executives and/or their attorneys; and special projects related to licensing background issues.

DESIRABLE QUALIFICATIONS:

Candidates should possess experience in the performance of analytical assignments, have strong verbal and written communication skills, have good interpersonal skills, be able to work both independently and as a team player, be flexible and willing to perform a variety of assignments, and have experience working with an automated database system, and have experience with software applications such as Microsoft Word, Excel, Access, and PowerPoint.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Governmental Program Analyst and Staff Services Analyst level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

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DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Teresa Foster, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814.

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Associate Governmental Program Analyst, PSN # 413-148-5393-XXX" or "Staff Services Analyst, PSN # 413-148-5157-XXX" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Teresa Foster at (916) 492-3431.

****Successful candidates must be able to pass a fingerprint-based background review prior to appointment.****

FINAL FILING DATE: September 4, 2015 - Close of Business (5:00 p.m.)

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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